

United States Environmental Protection Agency Washington, DC 20460						Work Assignment Number: <input checked="" type="radio"/> Original 1-04 <input type="radio"/> Amendment			
Work Assignment									
Contract Number: EP-C-09-027			Contract Period Base: Option Period No. 1			SF Site Name:			
Title of Work Assignment: Quality Assurance Support									
Suggested Source: Arcadis Geraghty & Miller						Specify Section & Paragraph of Contract SOW: 1.2 a,b,c,d			
Purpose: <input checked="" type="radio"/> Work Assignment Initiation <input type="radio"/> Work Assignment Close-Out <input type="radio"/> Work Assignment Amendment <input type="radio"/> Incremental Funding <input type="radio"/> Work Plan Approval						Period of Performance From: 01/25/2010 To: 03/31/2011			
Comments:						QA Category (check one) <input type="radio"/> I Enforcement <input type="radio"/> II Standard Setting <input type="radio"/> III Technology Development <input type="radio"/> IV Proof of Concept <input checked="" type="radio"/> N/A			
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.									
SFO 22 <input type="checkbox"/> Superfund <input checked="" type="checkbox"/> Non-Superfund									
Accounting and Appropriations Data									
DCN (Max 6)		Budget/FYs (Max 4)		Appropriation Code (Max 6)		Budget Org/Code (Max 7)		Program Element (Max 9)	
Authorized Work Assignment Ceiling									
Contract Period:					Cost/Fee				
Previously Approved					New				
This Action					LOE				
Total									
Work Plan / Cost Estimate Approvals									
Contractor WP Dated:					Cost/Fee:				
Cumulative Approved:					LOE:				
Work Assignment Manager Name <i>Robert S. Wright</i> (Signature) Bob Wright (Date) 3/25/2010					Branch / Mail Code TSB / E343-03 Phone Number (919) 541-4502 Fax Number 919-541-0496				
Branch Chief Name <i>Paul W. Groff</i> (Signature) Paul W. Groff, Chief, TSB (Date) 3-25-10					Branch/Mail Code TSB / E343-03 Phone Number (919) 541-0979 Fax Number 919-541-0496				
Project Officer Name <i>Diane L. Pierce</i> (Signature) Diane L. Pierce (Date) 3/25/10					Branch/Mail Code TSB / E343-03 Phone Number (919) 541-2708 Fax Number 919-541-0496				
Contracting Official Name <i>Renita Tyus</i> (Signature) Renita Tyus, CO (Date) 3/29/10					Branch/Mail Code CPOD Phone Number (513) 487-2094 Fax Number (513) 487-2109				
Contractor Acknowledgement of Receipt and Approval of Workplan (Signature and Title)								Date	

Work shall not begin on this work assignment until 04/01/10.

Contract EP-C-09-027, Work Assignment 1-04

STATEMENT OF WORK

Work Assignment Title: Quality Assurance Support

1. Goal/Purpose

The objective of this work assignment (WA) is to provide support to the APPCD QA team for discussing QA issues, for reviewing documents and for auditing project activities. The goal is to assure that APPCD projects produce data of known and acceptable quality. The contractor shall perform the following three tasks.

2. Tasks

Task 1. Monthly QA Meeting

- a) The contractor's QA officer will attend a monthly, one-hour-long, face-to-face meeting with the APPCD QA manager to discuss QA issues associated with current work assignments

Task 2. Document Reviews

- a) The contractor shall review APPCD project documents on an as-needed basis as requested by the WA manager in a written technical directive (TD). Reviews shall include reviews of technical documents such as QA project plans (QAPPs), test plans, generic and specific technology demonstration protocols, quality management plans, quality management system documents, demonstration or project reports, standard operating procedures, and similar quality-related documents.
- b) The contractor shall conduct the review in accordance with APPCD QA procedures and shall prepare the written report in the attached format.
- c) For costing purposes, assume that document reviews of two, 100-page-long QAPPs for QA Category III projects will be conducted under this task.

Task 3. Project Audits

- a) The contractor shall conduct audits or shall assist APPCD staff in the conduct of audits of APPCD projects on an as-needed basis as requested by the WAM in a written TD. Audits may include assessments of quality systems, technical systems audits, performance evaluations, data reviews, audits of data quality, or similar assessments. The audits shall be conducted in accordance with EPA *Guidance for Assessing Quality Systems (EPA QA/G-3)* and EPA *Guidance on Technical Audits and Related Assessments for Environmental Data Operations (EPA QA/G-7)*.

- b) The contractor shall prepare a written audit checklist, based on the EPA-approved QAPP and on EPA QA/G-7, before the audit and shall submit the checklist to EPA for review and approval before the audit. After the audit, the contractor will submit a written audit report with a completed checklist in the format specified below.
- c) For costing purposes, assume that one technical systems audit of a QA Category II project will be conducted under this task. Assume that the audit will be conducted at the EPA-RTP Campus and that it will not involve off-site travel.

3. Deliverables

Monthly Reports: The contractor shall deliver a monthly status report of all QA support for this WA. The contractor shall report current activities, problems, plans, labor hours, and costs in accordance with the contract terms.

Written Document Reviews: The contractor shall provide written reviews of documents within two weeks of submission of the document unless otherwise stated in the TD.

Audit Checklists and Audit Reports: The contractor shall provide audit checklists within three weeks of receipt of a TD to conduct an audit. The contractor shall provide a written preliminary audit summary within 2 working days of conduct of an audit, and a written complete audit report within four weeks after completion of the audit.